

October 2, 2018

Supplemental Summary Letter – FY 2018 Annual HUB Report for Agency #448

The Office of Injured Employee Counsel is administratively attached to the Texas Department of Insurance and therefore TDI procures goods and services for OIEC. OIEC and TDI are committed to including Historically Underutilized Businesses (HUBs) in procurements by providing opportunities for both direct contracting and subcontracting.

OIEC and TDI's "Good Faith Efforts" to ensure continued HUB participation during FY18 included:

- Continued participation in Memorandums of Cooperation (MOC) with the Texas Association of African American Chambers of Commerce (TAAACC) and the Texas Association of Mexican American Chambers of Commerce (TAMACC).
- Attended several HUB forums sponsored by organizations, businesses, and governmental entities to locate businesses that would provide goods and services for the agency.
- Attended and actively participated in quarterly HUB Discussion Workgroup meetings.
- Ensured that contract specifications, terms, and conditions reflected the agency's actual requirements, were clearly stated, and did not impose unreasonable or unnecessary contract requirements.
- Prepared and distributed information on procurement procedures in a manner that encouraged participation in agency contracts by all businesses.
- In accordance with Section 2161.252 of the Texas Government Code, required respondents to solicitations with an expected value over \$100,000 to complete and submit a HUB Subcontracting Plan. TDI also requested and encouraged respondents to solicitations with an expected value under \$100,000 to complete and submit a HUB Subcontracting Plan.
- Provided a list of HUBs by the National Institute of Governmental Purchasing (NIGP) class and item code to vendors to assist the vendors in locating potential subcontractors to respond to solicitations.
- Assisted potential respondents with the HUB Subcontracting Plan (HSP) process by offering reviews of draft HSPs prior to final proposal submission.

OIEC and TDI support the Texas HUB Program and will continue to pursue HUB participation in the procurement process. Questions regarding the TDI HUB Program can be forwarded to me at 512-676-6609 or Melissa.Burkhart@tdi.texas.gov.



Melissa M. Burkhart, CTCM, CTCD
Director/HUB Coordinator
Procurement and General Services